विभागाच्या वेबसाइटवर आयुक्तालय / महामंडळे / संस्थाची अद्ययावत माहिती प्रकाशित करण्यासाठी मानक संचालन प्रक्रियेचा (Standard Operating Procedure - SOP) **अवलंब करणेबाबत.**

महाराष्ट्र शासन
सामाजिक न्याय व विशेष सहाय्य विभाग
शासन परिपत्रक क्रमांक:- सीओएम २०१८/प्र.क्र.८/संगणक कक्ष
मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,
मंत्रालय विस्तार भवन, मुंबई - ४०० ०३२
दिनांक : - २३ ऑक्टोबर, २०१८

शासन परिपत्रक-

विभागाच्या नियंत्रणाखालील संबंधित आयुक्तालय / महामंडळे/ संस्था यांनी सामाजिक न्याय व विशेष सहाय्य विभागाच्या संकेतस्थळावर प्रकाशित केलेल्या माहितीकडे आपले लक्ष वेधण्यात येत आहे. आहे. विभागाच्या अंतर्गत प्रत्येक आयुक्तालय / महामंडळे / संस्थांच्या विविध योजना आणि इतर अद्ययावत केलेली माहिती वेबसाइटवर सूचीबद्ध व्हावी अशी अपेक्षा आहे.

सामाजिक न्याय व विशेष सहाय्य विभागाच्या नियंत्रणाखालील सर्व आयुक्तालय /महामंडळे/ संस्था यांनी त्यांचे कार्यक्षेत्रातील माहिती विभागाच्या संकेतस्थळावर अद्ययावत ठेवण्यासाठी एक मानक अधिकृत (SOP) पालन करण्याचे निर्देश देण्यात येत आहेत.

१) आपल्याशी संबंधित आयुक्तालय / महामंडळे / संस्था यांच्या नावाच्या बाजूला असलेल्या लिंकवर जावून संकेतस्थळावर दिलेली माहिती तपासा. हे **परिशिष्ट १** मध्ये दिले आहे.
२) अपूर्ण, गहाळ किंवा कालबाह्य माहितीसाठी संबंधित कार्यालय जबाबदार राहील. म्हणून, नोडल अधिकारी त्यांच्या संबंधित संकेतस्थळावरील माहितीच्या सत्यते व परिपूर्णतेबाबत पडताळणी करतील. तसेच माहिती नेहमी अद्ययावत आणि अचूक असेल याची खातरजमा करतील.
   अ. प्रत्येक आयुक्तालयास आवश्यक असलेल्या माहितीसाठीचे स्वरूप/ नमूना **परिशिष्ट २.१** मध्ये दिले आहेत.
   ब. प्रत्येक महामंडळासाठी आवश्यक असलेल्या माहितीचे स्वरूप /नमूना **परिशिष्ट २.२** मध्ये दिले आहेत.
   क. संस्थेसाठी इच्छित असलेल्या माहितीसाठीचे स्वरूप/नमूना **परिशिष्ट २.३** मध्ये दिले आहेत.
३) ही माहिती ई-मेलद्वारे पुढीलप्रमाणे देण्यात आलेल्या अधिकाऱ्यांना पाठविण्यात यावी.
   : सचिव, सह सचिव आणि अवर सचिव व त्याची प्रत विभागाच्या सल्लागारांनाही अग्रेषित करण्यात यावी. (हे **परिशिष्ट ३** मध्ये दिले गेले आहे.)
४) **परिशिष्ट ४** मध्ये **संकेतस्थळावरील** कायदे व अधिनियम, संस्था, माहिती अधिकार अधिनियम, महत्त्वाचे सरकारी निर्णय आणि परिपत्रके इ. शी संबंधित लिंक्स् दाखविण्यात आल्या आहेत. संबंधित आयुक्तालय / महामंडळे / संस्थांकडून **परिशिष्ट ३ मध्ये** नमूद करण्यात आलेल्या ई-मेल संपर्कांवर संबंधितांना आवश्यकतेनुसार अद्ययावत माहिती पाठविणे अपेक्षित आहे.
५) सर्व माहिती आणि फॉर्म (जेथे लागू असेल तेथे) इंग्रजी आणि मराठी या दोन्ही भाषांमध्ये उपलब्ध करण्यात यावेत.
६) संबंधितांकडील देण्यात आलेली माहिती संकेतस्थळावर उपलब्ध करण्याआधी त्रुटीमुक्त, समजायला सोप्या भाषेत असेल याची कार्यालय प्रमुखांनी पडताळणी करणे आवश्यक आहे. उपलब्ध

केलेली माहिती शासनाच्या अधिकृत संकेतस्थळावर प्रकाशित करण्यात येईल आणि विभागाकडून ही अत्यंत निर्णायक आणि संवेदनशील असल्याचे मानले जाईल. नोडल ऑफिसरकडे संबंधित आयुक्तालय / महामंडळे / संस्था यांचेशी संबंधित ताज्या घडामोडींची माहिती संकेतस्थळावर प्रकाशित करण्यासाठी समन्वय करण्याची जबाबदारी असेल.

(७) परिपत्रक मिळाल्यावर ७ दिवसांच्या आत सर्व संबंधित कार्यालयांनी नोडल अधिकाऱ्याचे नाव पत्राद्वारे कळविण्यात यावे. या पत्रात त्यांचे नाव, हुद्दा, अधिकृत कार्यालयीन ईमेल, अधिकृत कार्यालयीन दूरध्वनी क्रमांक आणि मोबाइल क्रमांक / भ्रमणध्वनी क्रमांक नमूद करणे आवश्यक आहे. सदर पत्र आणि ईमेल ही सूचना सह सचिवांना (श्री.डिंगळे) आणि संगणक कक्षास पाठविण्यात यावे. (परिशिष्ट ३ पहा)

(८) नोडल अधिकाऱ्यांची माहिती संकेतस्थळावर प्रसारित केली जाईल. नोडल अधिकाऱ्यांच्या माहितीतील बदल संबंधित कार्यालयाकडून त्वरित विभागास कळविण्यात यावे.

(९) संकेतस्थळावरील माहितीबाबतची आढावा बैठक विभाग प्रमुखांच्या अध्यक्षतेखाली दर तीन महिन्यांनी आयोजित करण्यात येईल. आढाव्या बैठकीची ईमेल सूचना नोडल अधिकाऱ्यांना ७ दिवसांपूर्वी पाठविण्यात येईल. संबंधित कार्यालयांनी बैठकीस जबाबदार अधिकारी उपस्थित राहतील याची दक्षता घ्यावी.

संबंधित माहिती ऑनलाईन प्रकाशित करण्यात येऊन जनतेसाठी उपलब्ध करण्यात येईल. मानक संचालन प्रक्रियेचा (SOP) अवलंब करून वेळोवेळी माहिती उपलब्ध करण्यात यावी.

सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आले असून त्याचा संगणक सांकेताक २०१८१०२४१२१८५९३१२२ असा आहे. हे परिपत्रक डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने,

Dinesh Ramchandra Dingle

Digitally signed by Dinesh Ramchandra Dingle
DN: c=IN, o=Government Of Maharashtra, ou=Social Justice And Special Assistance Department, postalCode=400032, st=Maharashtra, 2.5.4.20=8612f2011cf8cde3b074d561cd711c17c6c3fd836467a8648a8d21dc84bc01be, cn=Dinesh Ramchandra Dingle
Date: 2018.10.24 12:28:19 +05'30'

(दि.रा.डिंगळे)
सह सचिव, महाराष्ट्र शासन

प्रति,

१. आयुक्त, समाज कल्याण, पुणे
२. आयुक्त, अपंग कल्याण आयुक्तालय, पुणे
३. आयुक्त, अनुसूचित जाती व अनुसूचित जमाती, महाराष्ट्र राज्य आयोग
४. व्यवस्थापकीय संचालक, महात्मा फुले मागासवर्ग विकास महामंडळ (मर्या.), मुंबई
५. व्यवस्थापकीय संचालक, महाराष्ट्र राज्य अपंग वित्त व विकास महामंडळ (मर्या.), मुंबई
६. व्यवस्थापकीय संचालक, संत रोहिदास चर्मोद्योग व चर्मकार विकास महामंडळ (म.), मुंबई
७. व्यवस्थापकीय संचालक, साहित्यरत्न लोकशाहीर अण्णाभाऊ साठे विकास महामंडळ (मर्या.), मुंबई
८. महासंचालक, डॉ.बाबसाहेब आंबेडकर संशोधन व प्रशिक्षक संस्था, पुणे
९. सर्व कार्यासन अधिकारी, सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालय, मुंबई.

Annexure 1

Commissionerate/ Corporations/ Institution	Language	URL
Commissioner Social Welfare, Pune	English	https://sjsa.maharashtra.gov.in/en/commissioner-social-welfare-pune
	Marathi	https://sjsa.maharashtra.gov.in/mr/commissioner-social-welfare-pune-mr
Commissioner for Persons With Disability	English	https://sjsa.maharashtra.gov.in/en/commissioner-persons-disability
	Marathi	https://sjsa.maharashtra.gov.in/mr/obc-about-us-mr
Dr. Babasaheb Ambedkar Research & Training Institute, Pune	English	https://sjsa.maharashtra.gov.in/en/dr-babasaheb-ambedkar-research-training-institute-pune
	Marathi	https://sjsa.maharashtra.gov.in/mr/barti-0
Maharashtra State Commission for SC & ST	English	https://sjsa.maharashtra.gov.in/en/maharashtra-state-commission-sc-st
	Marathi	https://sjsa.maharashtra.gov.in/mr/maharashtra-state-commission-sc-st-mr
Mahatma Phule Backward Class Development Corporation Ltd	English	https://sjsa.maharashtra.gov.in/en/mahatma-phule-backward-class-development-corporation-ltd
	Marathi	https://sjsa.maharashtra.gov.in/mr/mahatma-phule-backward-class-development-corporation-ltd-mr
Maharashtra State Handicapped Finance and Development Corporation	English	https://sjsa.maharashtra.gov.in/en/maharashtra-state-handicapped-finance-and-development-corporation
	Marathi	https://sjsa.maharashtra.gov.in/mr/maharashtra-state-handicapped-finance-and-development-corporation-mr
Sant Rohidas Leather Industries & Charmakar Development Corporation Ltd.	English	https://sjsa.maharashtra.gov.in/en/sant-rohidas-leather-industries-charmakar-development-corporation-ltd
	Marathi	https://sjsa.maharashtra.gov.in/mr/leather-industries-development-corp-maharashtra-lidcom-mr
Lokshahir Anna Bhau Sathe Dev.Co.Ltd.	English	https://sjsa.maharashtra.gov.in/en/lokshahir-anna-bhau-sathe-devcoltd
	Marathi	https://sjsa.maharashtra.gov.in/en/lokshahir-anna-bhau-sathe-devcoltd (Visit link, translate page to Marathi)

Annexure 2.1

(For Commissionerate)

The following lists out the information that is to be published on the website. Provide the updated and complete information for the following fields.

1) About Us
2) Commissioner
3) Schemes: For every scheme, following fields need to be published

Sr No	Scheme	Detailed Information
1	Name of the Scheme	
2	Funding by	State / Centre
3	Scheme Objective	
4	Beneficiary Category	SC/ST/OBC/SBC/ VJNT/Physically Disabled/ Persons working in Unclean Occupation
5	Eligibility Criteria	
6	Benefits Provided	
7	Application Process	**List out the process flows for the scheme.**
8	Category of Scheme	Education / Employment / Economic Upliftment / Social Remedies / Disability Assistance / Special Assistance
9	Contact Office	
10	Application	PDF or Link to application
11	Application Acceptance Period	

Statistical Summary

Sr No	Year	Expenditure In Lakhs (INR)	Beneficiaries
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

4) Contact Us

Annexure 2.2

(For Corporations)

The following lists out the information that is to be published on the website. Provide the updated and complete information for the following fields.

1) About Us
2) Schemes: For every scheme, following fields need to be published.

Sr No	Scheme	Detailed Information
1	Name of the Scheme	
2	Funding by	State / Centre
3	Scheme Objective	
4	Beneficiary Category	SC/ST/OBC/SBC/ VJNT/Physically Disabled/ Persons working in Unclean Occupation
5	Eligibility Criteria	
6	Benefits Provided	
7	Application Process	**List out the process flows for the scheme.**
8	Category of Scheme	Education / Employment / Economic Upliftment / Social Remedies / Disability Assistance / Special Assistance
9	Contact Office	
10	Application	PDF or Link to application
11	Application Acceptance Period	

Statistical Summary

Sr No	Year	Expenditure In Lakhs (INR)	Beneficiaries
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

3) Contact Us
4) Organisational Structure
5) Link to your Website

Annexure 2.3

(For Institutes)

The following lists out the information that is to be published on the website. Provide the updated and complete information for the following fields.

1) About Us
2) Director General
3) Schemes: For every scheme, following fields need to be published.

Sr No	Scheme	Detailed Information
1	Name of the Scheme	
2	Funding by	State / Centre
3	Scheme Objective	
4	Beneficiary Category	SC/ST/OBC/SBC/ VJNT/Physically Disabled/ Persons working in Unclean Occupation
5	Eligibility Criteria	
6	Benefits Provided	
7	Application Process	**List out the process flows for the scheme.**
8	Category of Scheme	Education / Employment / Economic Upliftment / Social Remedies / Disability Assistance / Special Assistance
9	Contact Office	
10	Application	PDF or Link to application
11	Application Acceptance Period	

Statistical Summary

Sr No	Year	Expenditure In Lakhs (INR)	Beneficiaries
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

4) Contact Us
5) Link to your website

Annexure 3

Department Officials	
Secretary, SJSA	sec.socjustice@maharashtra.gov.in
Joint Secretary, SJSA	ds3.socjustice@maharashtra.gov.in
Under Secretary, SJSA	ashok.ahire@nic.in
Desk Officer, SJSA	ashok.lakkas@nic.in

Department Consultants	
Ashwani Kumar	ashwani3.kumar@in.ey.com
Pratik Vimal	pratik.vimal@in.ey.com
Rajesh Dhume	rajesh1.dhume@in.ey.com

Website Integrator	
Arpan Tendulkar	arpan.tendulkar@silvertouch.com
Snehal Shah	snehal_shah@silvertouch.com
Rohan Pawaskar	rohan.p@silvertouch.com
Nilesh Dave	nilesh_dave@silvertouch.com

Annexure 4

Sr. No.	Subject	Language	Link for Page	Responsible Desk
1	Subject List	English	https://sjsa.maharashtra.gov.in/en/subject-list	Astha -1
		Marathi	https://sjsa.maharashtra.gov.in/mr/subject-list	Astha -1
2	Contacts	English	https://sjsa.maharashtra.gov.in/en/contacts	Respective Office
		Marathi	https://sjsa.maharashtra.gov.in/mr/contactus	Respective Office
3	Acts & Rules	English	https://sjsa.maharashtra.gov.in/en/acts-rules	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/acts-rules-0	All Desk
4	Right to Information	English	https://sjsa.maharashtra.gov.in/en/right-information	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/right-information-mr	All Desk
5	Government Resolution	English	https://sjsa.maharashtra.gov.in/en/government-resolutions	Coordination
		Marathi	https://sjsa.maharashtra.gov.in/mr/government-resolutions	Coordination
6	Circular/Letter	English	https://sjsa.maharashtra.gov.in/en/circular-letter	Coordination
		Marathi	https://sjsa.maharashtra.gov.in/mr/circular-letter	Coordination
7	Forms	English	https://sjsa.maharashtra.gov.in/en/forms	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/forms	All Desk
8	Advertisement	English	https://sjsa.maharashtra.gov.in/en/advertisement	Coordination
		Marathi	https://sjsa.maharashtra.gov.in/mr/advertisement	Coordination
9	Budget Section	English	https://sjsa.maharashtra.gov.in/en/budget-section	Budget
		Marathi	https://sjsa.maharashtra.gov.in/mr/budget-section	Budget
10	Special Assistance Scheme	English	https://sjsa.maharashtra.gov.in/en/special-assistance-scheme	Visayo 2
		Marathi	https://sjsa.maharashtra.gov.in/mr/special-assistance-scheme-mr	Visayo 2
11	Special Component Scheme	English	https://sjsa.maharashtra.gov.in/en/special-component-scheme	Visayo 2
		Marathi	https://sjsa.maharashtra.gov.in/mr/special-component-scheme-mr	Visayo 2
12	E-Books	English	https://sjsa.maharashtra.gov.in/en/e-book	Budget
		Marathi	https://sjsa.maharashtra.gov.in/mr/e-book	Budget
13	Beneficiaries	English	https://sjsa.maharashtra.gov.in/en/beneficiaries	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/en/beneficiaries (Visit link, translate page to Marathi)	All Desk
14	List of Institutions	English	https://sjsa.maharashtra.gov.in/en/institutions	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/institutions	All Desk

Standard Operating Procedure (SOP) for providing updated information of Commissionrates/ Corporations/ Institution published on the department's website.

Government of Maharashtra
Social Justice & Special Assistance Department
Government Circular No. COM–2018/CR08/Computer Cell
Hutatma Rajguru Chowk, Madam Cama Road,
Mantralaya Annex, Mumbai-400 032.
Dated: - 23rd October, 2018

Government Circular-

This is regarding the information published on the website of Department of Social Justice and Special Assistance by the respective Commissionerate/ Corporations/ Institution. It is desired that the updated information of the various schemes and other information under each Commissionerate/ Corporations/ Institution within the department be listed on the website.

All the offices under Social Justice & Special Assistance Department, hereby are directed to follow a Standard Operating Procedure (SOP) in order to always keep department's website updated in your respective functional scope.

1) Visit the mentioned link beside your respective Commissionerate/ Corporations/ Institution name and check the details that are provided in the website. These are provided in **Annexure** 1
2) The respective office will be responsible for incomplete, missing or outdated information. Hence, the nodal officer shall review the contents of the website of their respective pages for data integrity, completeness and insure that the information always remains updated and correct.
   a. The format for the information that is desired for each Commissionerate has been provided in **Annexure 2.1.**
   b. The format for the information that is desired for each Corporation has been provided in **Annexure 2.2.**
   c. The format for the information that is desired for Institute has been provided in **Annexure 2.3.**
3) The information should be shared by email to the following contacts: Secretary, Joint-Secretary and Under-Secretary with copy marked to department consultants. These have been listed in **Annexure 3.**
4) **Annexure 4** lists out links for information related to Acts & Rules, Institutions, RTI, important Government Resolutions and circulars etc. in the website. It is desired from your respective Commissionerate/ Corporations/ Institution to share the updated information, wherever applicable, through email with the respective contacts mentioned in **Annexure 3.**
5) All the information, including forms (wherever applicable) should be provided in two languages, English and Marathi.
6) The Information provided shall be error free, articulation should be easy to understand & vetted by head of the office before sharing. The Information shared shall be published on official platforms of the Government and the department considers it as extremely crucial and sensitive. The respective nodal officer have been assigned the responsibility for the content shared and published on the website including communicating the latest developments within the respective Commissionerate/ Corporations/ Institution.
7) All the respective offices shall officially convey name of Nodal officer with whom department can deal for website content within 7 working days of the receipt of the notice.

The letter must include his name, designation, official Email, official landline number and mobile number. A letter and email with the above shall be marked to the sender and computer cell. (Refer Annexure 3)

8) The nodal officer information will be displayed on website in your respective sections. The change in Nodal officer information shall be promptly updated to the department.
9) Department may conduct website content review meeting at 3 Monthly frequency in the chairmanship of department head. An email notice to all Nodal officers shall be send before 7 days for the review meeting. Your respective office shall ensure adequate representation.

This information would be published online and would be available for the public for use. Adhere to the standard operating procedures and share the information on timely basis to the concerns.

This Government Circular of Maharashtra Government is available at the website www.maharashtra.gov.in reference no. for this is 201810241218593122. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

Dinesh Ramchandra Dingle

Digitally signed by Dinesh Ramchandra Dingle
DN: c=IN, o=Government Of Maharashtra, ou=Social Justice And Special Assistance Department, postalCode=400032, st=Maharashtra, 2.5.4.20=8612f2011cf8cde3b074d561cd711c17c6c3fd836467a8648a8d21dc84bc01be, cn=Dinesh Ramchandra Dingle
Date: 2018.10.24 12:29:23 +05'30'

(Dinesh Dingle)
Joint Secretary, Government of Maharashtra

To,

1. Commissioner Social Welfare, Pune
2. Commissioner for Persons With Disability
3. Commissioner, Maharashtra State Commission for SC & ST
4. Managing Director, Mahatma Phule Backward Class Development Corporation Ltd
5. Managing Director, Maharashtra State Handicapped Finance and Development Corporation
6. Managing Director, Sant Rohidas Leather Industries & Charmakar Development Corp.oration Ltd.
7. Managing Director, Lokshahir Anna Bhau Sathe Dev.Co.Ltd.
8. Director General, Dr. Babasaheb Ambedkar Research & Training Institute, Pune
9. All Desk Officers, Social Justice & Special Assistance Department.

Annexure 1

Commissionerate/ Corporations/ Institution	Language	URL
Commissioner Social Welfare, Pune	English	https://sjsa.maharashtra.gov.in/en/commissioner-social-welfare-pune
	Marathi	https://sjsa.maharashtra.gov.in/mr/commissioner-social-welfare-pune-mr
Commissioner for Persons With Disability	English	https://sjsa.maharashtra.gov.in/en/commissioner-persons-disability
	Marathi	https://sjsa.maharashtra.gov.in/mr/obc-about-us-mr
Dr. Babasaheb Ambedkar Research & Training Institute, Pune	English	https://sjsa.maharashtra.gov.in/en/dr-babasaheb-ambedkar-research-training-institute-pune
	Marathi	https://sjsa.maharashtra.gov.in/mr/barti-0
Maharashtra State Commission for SC & ST	English	https://sjsa.maharashtra.gov.in/en/maharashtra-state-commission-sc-st
	Marathi	https://sjsa.maharashtra.gov.in/mr/maharashtra-state-commission-sc-st-mr
Mahatma Phule Backward Class Development Corporation Ltd	English	https://sjsa.maharashtra.gov.in/en/mahatma-phule-backward-class-development-corporation-ltd
	Marathi	https://sjsa.maharashtra.gov.in/mr/mahatma-phule-backward-class-development-corporation-ltd-mr
Maharashtra State Handicapped Finance and Development Corporation	English	https://sjsa.maharashtra.gov.in/en/maharashtra-state-handicapped-finance-and-development-corporation
	Marathi	https://sjsa.maharashtra.gov.in/mr/maharashtra-state-handicapped-finance-and-development-corporation-mr
Sant Rohidas Leather Industries & Charmakar Development Corporation Ltd.	English	https://sjsa.maharashtra.gov.in/en/sant-rohidas-leather-industries-charmakar-development-corporation-ltd
	Marathi	https://sjsa.maharashtra.gov.in/mr/leather-industries-development-corp-maharashtra-lidcom-mr
Lokshahir Anna Bhau Sathe Dev.Co.Ltd.	English	https://sjsa.maharashtra.gov.in/en/lokshahir-anna-bhau-sathe-devcoltd
	Marathi	https://sjsa.maharashtra.gov.in/en/lokshahir-anna-bhau-sathe-devcoltd (Visit link, translate page to Marathi)

Annexure 2.1

(For Commissionerate)

The following lists out the information that is to be published on the website. Provide the updated and complete information for the following fields.

1) About Us
2) Commissioner
3) Schemes: For every scheme, following fields need to be published

Sr No	Scheme	Detailed Information
1	Name of the Scheme	
2	Funding by	State / Centre
3	Scheme Objective	
4	Beneficiary Category	SC/ST/OBC/SBC/ VJNT/Physically Disabled/ Persons working in Unclean Occupation
5	Eligibility Criteria	
6	Benefits Provided	
7	Application Process	**List out the process flows for the scheme.**
8	Category of Scheme	Education / Employment / Economic Upliftment / Social Remedies / Disability Assistance / Special Assistance
9	Contact Office	
10	Application	PDF or Link to application
11	Application Acceptance Period	

Statistical Summary

Sr No	Year	Expenditure In Lakhs (INR)	Beneficiaries
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

4) Contact Us

Annexure 2.2

(For Corporations)

The following lists out the information that is to be published on the website. Provide the updated and complete information for the following fields.

1) About Us
2) Schemes: For every scheme, following fields need to be published.

Sr No	Scheme	Detailed Information
1	Name of the Scheme	
2	Funding by	State / Centre
3	Scheme Objective	
4	Beneficiary Category	SC/ST/OBC/SBC/ VJNT/Physically Disabled/ Persons working in Unclean Occupation
5	Eligibility Criteria	
6	Benefits Provided	
7	Application Process	**List out the process flows for the scheme.**
8	Category of Scheme	Education / Employment / Economic Upliftment / Social Remedies / Disability Assistance / Special Assistance
9	Contact Office	
10	Application	PDF or Link to application
11	Application Acceptance Period	

Statistical Summary

Sr No	Year	Expenditure In Lakhs (INR)	Beneficiaries
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

3) Contact Us
4) Organisational Structure
5) Link to your Website

Annexure 2.3

(For Institutes)

The following lists out the information that is to be published on the website. Provide the updated and complete information for the following fields.

1) About Us
2) Director General
3) Schemes: For every scheme, following fields need to be published.

Sr No	Scheme	Detailed Information
1	Name of the Scheme	
2	Funding by	State / Centre
3	Scheme Objective	
4	Beneficiary Category	SC/ST/OBC/SBC/ VJNT/Physically Disabled/ Persons working in Unclean Occupation
5	Eligibility Criteria	
6	Benefits Provided	
7	Application Process	**List out the process flows for the scheme.**
8	Category of Scheme	Education / Employment / Economic Upliftment / Social Remedies / Disability Assistance / Special Assistance
9	Contact Office	
10	Application	PDF or Link to application
11	Application Acceptance Period	

Statistical Summary

Sr No	Year	Expenditure In Lakhs (INR)	Beneficiaries
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		
5	2016-17		

4) Contact Us
5) Link to your website

Annexure 3

Department Officials	
Secretary, SJSA	sec.socjustice@maharashtra.gov.in
Joint Secretary, SJSA	ds3.socjustice@maharashtra.gov.in
Under Secretary, SJSA	ashok.ahire@nic.in
Desk Officer, SJSA	ashok.lakkas@nic.in

Department Consultants	
Ashwani Kumar	ashwani3.kumar@in.ey.com
Pratik Vimal	pratik.vimal@in.ey.com
Rajesh Dhume	rajesh1.dhume@in.ey.com

Website Integrator	
Arpan Tendulkar	arpan.tendulkar@silvertouch.com
Snehal Shah	snehal_shah@silvertouch.com
Rohan Pawaskar	rohan.p@silvertouch.com
Nilesh Dave	nilesh_dave@silvertouch.com

Annexure 4

Sr. No.	Subject	Language	Link for Page	Responsible Desk
1	Subject List	English	https://sjsa.maharashtra.gov.in/en/subject-list	Astha -1
		Marathi	https://sjsa.maharashtra.gov.in/mr/subject-list	Astha -1
2	Contacts	English	https://sjsa.maharashtra.gov.in/en/contacts	Respective Office
		Marathi	https://sjsa.maharashtra.gov.in/mr/contactus	Respective Office
3	Acts & Rules	English	https://sjsa.maharashtra.gov.in/en/acts-rules	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/acts-rules-0	All Desk
4	Right to Information	English	https://sjsa.maharashtra.gov.in/en/right-information	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/right-information-mr	All Desk
5	Government Resolution	English	https://sjsa.maharashtra.gov.in/en/government-resolutions	Coordination
		Marathi	https://sjsa.maharashtra.gov.in/mr/government-resolutions	Coordination
6	Circular/Letter	English	https://sjsa.maharashtra.gov.in/en/circular-letter	Coordination
		Marathi	https://sjsa.maharashtra.gov.in/mr/circular-letter	Coordination
7	Forms	English	https://sjsa.maharashtra.gov.in/en/forms	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/forms	All Desk
8	Advertisement	English	https://sjsa.maharashtra.gov.in/en/advertisement	Coordination
		Marathi	https://sjsa.maharashtra.gov.in/mr/advertisement	Coordination
9	Budget Section	English	https://sjsa.maharashtra.gov.in/en/budget-section	Budget
		Marathi	https://sjsa.maharashtra.gov.in/mr/budget-section	Budget
10	Special Assistance Scheme	English	https://sjsa.maharashtra.gov.in/en/special-assistance-scheme	Visayo 2
		Marathi	https://sjsa.maharashtra.gov.in/mr/special-assistance-scheme-mr	Visayo 2
11	Special Component Scheme	English	https://sjsa.maharashtra.gov.in/en/special-component-scheme	Visayo 2
		Marathi	https://sjsa.maharashtra.gov.in/mr/special-component-scheme-mr	Visayo 2
12	E-Books	English	https://sjsa.maharashtra.gov.in/en/e-book	Budget
		Marathi	https://sjsa.maharashtra.gov.in/mr/e-book	Budget
13	Beneficiaries	English	https://sjsa.maharashtra.gov.in/en/beneficiaries	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/en/beneficiaries (Visit link, translate page to Marathi)	All Desk
14	List of Institutions	English	https://sjsa.maharashtra.gov.in/en/institutions	All Desk
		Marathi	https://sjsa.maharashtra.gov.in/mr/institutions	All Desk